

Buddy Checklist

The following is a handy guide to the information that should be communicated to new employees.

Role of a Buddy

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| <input type="checkbox"/> Explain difference between a buddy, mentor, coach, and manager | <input type="checkbox"/> Explain how and when the buddy can be contacted |
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About the National Weather Service

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|---|---|
| <input type="checkbox"/> New Employee Orientation Home Page | <input type="checkbox"/> Routing Codes/Acronyms |
| <input type="checkbox"/> Organizational Chart(s) | <input type="checkbox"/> Map(s) of Regions |

About the New Employee's Office

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| <input type="checkbox"/> Working Hours and Policies | <input type="checkbox"/> Other Office Policies |
| <input type="checkbox"/> Lunch and Break Policies | <input type="checkbox"/> Using Voice Mail |
| <input type="checkbox"/> Completing a Time and Attendance Form | <input type="checkbox"/> Using E-Mail |
| <input type="checkbox"/> Completing a Leave Slip | <input type="checkbox"/> Eating Areas/Local Restaurants |
| <input type="checkbox"/> Tour of the Work Site | <input type="checkbox"/> Using the Computer and Related Policies |
| <input type="checkbox"/> Security Information | <input type="checkbox"/> Parking |

The following areas are available on the New Employee Orientation Home Page. The buddy should help the new employee locate and understand them.

Human Resource Materials

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| <input type="checkbox"/> Pay Period Calendar | <input type="checkbox"/> List of Federal Holidays |
| <input type="checkbox"/> 2002 General Schedule and Locality Pay | <input type="checkbox"/> Overview of Leave and Attendance Policies |
| <input type="checkbox"/> NWS Flexible Work Schedules (Guidelines) | <input type="checkbox"/> Copy of Time and Attendance Form |
| <input type="checkbox"/> Copy of Leave Slip | <input type="checkbox"/> National Financial Center Information |
| <input type="checkbox"/> Overview of Benefits (TSP, Insurance, Retirement, Training) | |

NOAA Services

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|---|--|
| <input type="checkbox"/> People Locator | <input type="checkbox"/> Employee Work Life Center |
| <input type="checkbox"/> Transit Benefits | <input type="checkbox"/> Fitness Centers |
| <input type="checkbox"/> NOAA Health Unit | <input type="checkbox"/> Credit Union |
| <input type="checkbox"/> Toastmasters | |